

DEPARTMENT OF GENERAL SERVICES
Records Management Division

Schedule
No. 1571

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 3
No.

Department of the Environment (MDE), Waste Management Administration (WAS),
Emergency Response Section (ERS)

| AGENCY | | DIVISION |
|----------|--|---|
| Item No. | Description | Retention |
| 1. | <p><u>CORRESPONDENCE RECORDS</u></p> <p>The purpose of the correspondence records is to retain copies of correspondence originating from the ERD office and incoming correspondence relative to ERS personnel and the Section.</p> <p>The files include outgoing letters and memorandums and incoming memorandums, letters, bulletins and newsletters.</p> | Screen annually and destroy material no longer needed for current business. |
| 2. | <p><u>DUTY OFFICER RECORDS</u></p> <p>The purpose of Duty Officer records is to keep track of calling card use and the amount of compensatory/overtime earned by each WAS Duty Officer.</p> <p>The files includes telephone logs of all calls made and received by the Duty Officer and records of compensatory overtime earned by each Duty Officer.</p> | Retain for three (3) years, then destroy. |
| 3. | <p><u>FIRST REPORT OF INCIDENT RECORDS</u></p> <p>The purpose of the first report of incident records is to ensure industry and citizen compliance with reporting requirements.</p> <p>The files include First Report of Incident forms filled out by ERS personnel, DNR Radio Room personnel and WAS Duty Officers. The forms include information such as date, time and place of spill, details of the spill and information on the responsible party.</p> | Retain for five (5) years, then destroy. |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

09/17/93
Date

[Signature]
Signature

Administrator
Title

OCT 19 1993

Date

[Signature]
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

Schedule
No. 1571

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 3
No.

Department of the Environment (MDE), Waste Management Administration (WAS),
Emergency Response Section (ERS)

| AGENCY | | DIVISION |
|----------|---|---|
| Item No. | Description | Retention |
| 4. | <p><u>REPORT OF SPILL RECORDS</u></p> <p>The purpose of the report of spill records is to track the amount of MDE materials used by local emergency services so cost recovery actions can be initiated.</p> <p>The files include Report of Spill forms filled out by local emergency services which include information such as the date, time and place of the spill, materials used for cleanup and information on the responsible party.</p> | Retain for five (5) years, then destroy. |
| 5. | <p><u>OIL/HAZARDOUS MATERIAL INCIDENT REPORT RECORDS</u></p> <p>The purpose of the incident reports is to fulfill FOIA requests and initiate cost recovery actions.</p> <p>The files include information such as ERS responder's reports of observations, related contractor invoices, Material Safety Data Sheets (for hazardous material incidents), relating incoming and outgoing correspondence and related cost recovery actions.</p> | Retain for five (5) years, then destroy. |
| 6. | <p><u>COST RECOVERY BILLING/ACCOUNTS RECEIVABLE RECORDS</u></p> <p>The purpose of the billing and accounts receivable records is to retain billing and receipt information for cost recovery.</p> <p>The files include MDE invoices, backup documentation such as responder reports and Report of Spill forms, and proof of payment by the billed party.</p> | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

09/17/93

Date

Signature

Administrator

Title

19 1993

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule
No. 1571

Page 3 of 3
No.

Department of the Environment (MDE), Waste Management Administration (WAS),
Emergency Response Section (ERS)

| AGENCY | | DIVISION |
|----------|--|--------------------------------------|
| Item No. | Description | Retention |
| 7. | <p><u>EMPLOYEE EXPOSURE RECORDS</u></p> <p>The purpose of the Employee Exposure Records is to maintain information concerning employee exposure to toxic substances or harmful physical agents.</p> <p>The files include information such as laboratory results, radiation film badge analyses, Material Safety Data Sheets, and incident-specific hazardous materials exposure records.</p> | Retain for 30 years, then destroy |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

09/17/93

Date

Signature

Administrator

Title

OCT 19 1993

Date

State Archivist

| | | | | | |
|---|--|--|---|--|--|
| INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>1</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Correspondence Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1989 TO 1992 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The purpose of the correspondence records is to retain copies of correspondence originating from the ERS office and incoming correspondence relative to ERS personnel and the Program. The files include outgoing letters and memorandums and incoming memorandums, letters, bulletins and newsletters. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| | | | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Screen annually and destroy material no longer needed for current business. | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

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|--|--|--|--|---|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>2</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Duty Officer Records | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1992</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | | |
| <p>The purpose of the duty officer records is to keep track of calling card use and the amount of compensatory/overtime earned by each WAS duty officer.</p> <p>The files include telephone logs of all calls made and received by the duty officer and a record of compensatory/overtime earned by each duty officer.</p> | | | | | |
| 7. RECORD SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY) | | 8. RECORD SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL [X] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY) | | 9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>2</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| | | | | 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>2</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| 11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>1</u> [] MONTH(S) [X] YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO | | |
| 15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S)). | | | 16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [X] NO | | | 18. RECOMMENDED RETENTION Retain for three (3) years, then destroy | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

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|---|--|--|---|--|--|
| INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>3</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Report of Spill Records | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1992</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The purpose of the report of spill records is to track the amount of MDE materials used by local emergency services so cost recovery actions can be initiated. The files include Report of Spill forms filled out by local emergency services which include information such as the date, time and place of spill, materials used for cleanup and information on the responsible party. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| | | | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>1</u> <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO dBaseIII database | | | 18. RECOMMENDED RETENTION Retain for five (5) years, then destroy | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

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|--|--|--|---|--|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>4</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Oil/Hazardous Materials Incident Records | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1992</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The purpose of the incident records is to fulfill FOIA requests and initiate cost recovery actions. The files include information such as ERS responder's reports of observations, related contractor invoices, Material Safety Data Sheets (for hazardous material incidents), related incoming and outgoing correspondence, and related cost recovery actions. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>5</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| | | | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>5</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Front Office | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Maryland Public Information Act, Section 10, Chapters 611 to 628; and COMAR, Title 26, Subtitle 01, Chapter 4 | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Retain for five (5) years. | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

| | | | | | |
|--|--|--|--|---|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>5</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE First Report of Incident Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | | |
| <p>The purpose of the first report of incident records is to ensure compliance with reporting requirements.</p> <p>The files include First Report of Incident forms filled out by ERS personnel, DNR Radio Room personnel and WAS duty officers. The forms include information such as date, time and place of spill, details of the spill and information on the responsible party.</p> | | | | | |
| 7. RECORD SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY) | | 8. RECORD SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL [X] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY) | | 9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>5</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| | | | | 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>5</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| 11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> [] MONTH(S) [X] YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO | | |
| 15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S)) | | | 16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [] NO | | | 18. RECOMMENDED RETENTION Retain for five (5) years, then destroy. | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

| | | | | | |
|---|--|---|--|---|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>6</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Cost Recovery Billing/Accounts Receivable Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | | |
| <p>The purpose of the billing and accounts receivable records is to retain billing and receipt information for cost recovery.</p> <p>The files include MDE invoices, backup documentation such as responder reports, report of spill forms, and proof of payment by the billed party.</p> | | | | | |
| 7. RECORD SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM [X] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY) | | 8. RECORD SERIES SEQUENCE [] ALPHABETICAL [X] NUMERICAL (by invoice #) [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY) | | 9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>6</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| | | | | 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) <u>6</u> [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) | |
| 11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> [] MONTH(S) [X] YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO | | |
| 15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S)) Maryland Public Information Act, Section 10, Chapters 611 to 628; and COMAR, Title 26, Subtitle 01, Chapter 4 | | | 16. AUDIT REQUIREMENTS [] NONE [X] STATE [] FEDERAL [] INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [X] YES [] NO dBase III database | | | 18. RECOMMENDED RETENTION Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |

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|--|--|--|---|--|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>7</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) | | 2. DIVISION Waste Management Administration (WAS) | | 3. UNIT Emergency Response Section (ERS) | |
| DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE Employee Exposure Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1992 TO 1992 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The purpose of the employee exposure records is to maintain information concerning employee exposure to toxic substances or harmful physical agents. The files include information such as laboratory results, radiation film badge analyses, Material Safety Data Sheets, and incident-specific hazardous materials exposure records. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ | | | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY Varies depending upon number of responses. | | | 12. FILE BECOMES INACTIVE AFTER <u>Varies</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER Becomes inactive when case closed | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Storage Room | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) OSHA 29 CFR 1910.20 Access to employee exposure and medical records | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT Documents must be available for inspection by State and Federal OSHA inspectors | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Retain for 30 years, then destroy | | |
| 19. NAME AND TITLE OF PREPARER Cathe Hutchins, Administrative Specialist | | 20. TELEPHONE NUMBER (410) 631-3437 | | 21. DATE 09/17/93 | |